

VOLUNTEER POSITION ANNOUNCEMENT

Volunteer Position Title: Heart Walk Assistant

Agency/Program: American Heart Association

Location: 271 Breezewood Avenue, Suite A, Fayetteville, NC

Hours Volunteer is Needed: Event scheduled for Oct 2, 8 a.m. – 12 p.m. Hours may vary depending on position.

Agency POC: Bette Means

Phone Number: (910) 323-9387

Email Address: bette.means@heart.org

Brief Description of Volunteer Duties:

Festivities Committee (10 volunteers) responsible for team photos, coordinating local mascots, balloons, arranging for DJ, petting zoo and adopt-a-pet.

Pre/Post Event Committee (5 volunteers) responsible for envelope stuffing, mailings, company kickoffs, packing/loading/organizing before event, organizing the after walk party and t-shirt and prize distribution.

Set-up & Take Down Committee (40 volunteers) responsible for setting up tables, chairs, tents, radio communication, coordinating parking attendants, banners, and trash patrol.

Registration Committee (12 volunteers) responsible for walk registration, and collection of funds raised.

Banking Staff (6-8 volunteers) responsible for counting and securing funds raised – should have banking experience

Route Committee (20 volunteers) responsible for relief vans, golf carts, trash patrol, water stations, trail markers and recruitment of high school cheerleaders to cheer along Skye Drive.

Refreshment Committee (4 volunteers) responsible for providing healthy snacks at registration, manning the hospitality tent and coordinating donated water bottles and soft drinks/water.

Is this considered a routine position within your organization or a short term/special project position? Routine: Short Term/Special: XX